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25 November 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Possibility of Vital Material material from JOT Program

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1. At the request of ARO/OTR [] met with [] Assistant to Chief of the JOT Program [] and himself [] to discuss the above subject.

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2. Although the JOT activity deposits material in the Records Center, they have not as yet had time to give full consideration to Vital Materials. I was asked whether I thought the activity should, by the nature of its function, deposit material under the Vital Material Schedule. I stated that in my opinion it would be worthwhile to develop a report that would specify the lessons they have learned through the years in conducting the program. The report would reveal the WHY and HOW of their operation and represent the results of their "research" and experience with the JOT candidates so that, in the event of disaster requiring that a person with no prior knowledge take over the program, they would have some guide lines to assist them. I emphasized that the above was my opinion only. [] agreed that such a report would be valuable for the Vital Material program and stated he would begin work on same and check it out with []

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3. [] then stated that his office maintained 5 x 8 cards and 201 files upon each JOT candidate. Each attachment of a JOT is noted upon the 5 x 8 card and a memorandum of agreement is prepared from OTR to the office of assignment, with a carbon copy to the Office of Personnel for inclusion in the employee's 201 folder.

4. The OTR representatives then asked me whether Office of Personnel could provide a list of employees formerly and currently assigned to the JOT program, as well as the office to which they are presently attached. In reply to the above, Office of Personnel [] stated that a listing beginning three (3) months ago when an Occupation Series Code was assigned to JOT's; however, before that time it was not possible to provide an absolutely current listing because the JOT's often had the career designation of the office to which they were assigned. Personnel Office does not make a record on an IBM card or listing of the current office attachment of each JOT. The memos from OTR regarding each successive attachment of the JOT, however, are placed in his personnel folder in OTR/JOT Office and the Office of Personnel but are not sent to the Vital Material Vault for deposit. Advised OTR [] of the above statements from the Office of Personnel.

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